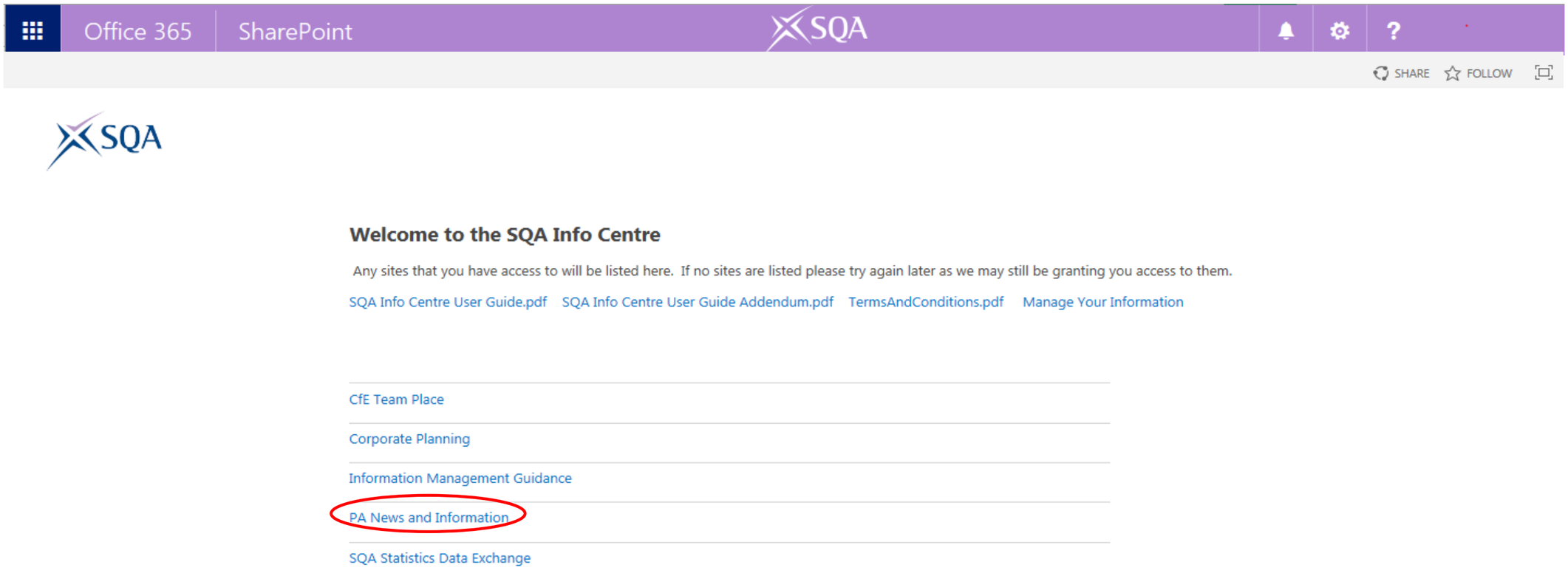
PA News and Information

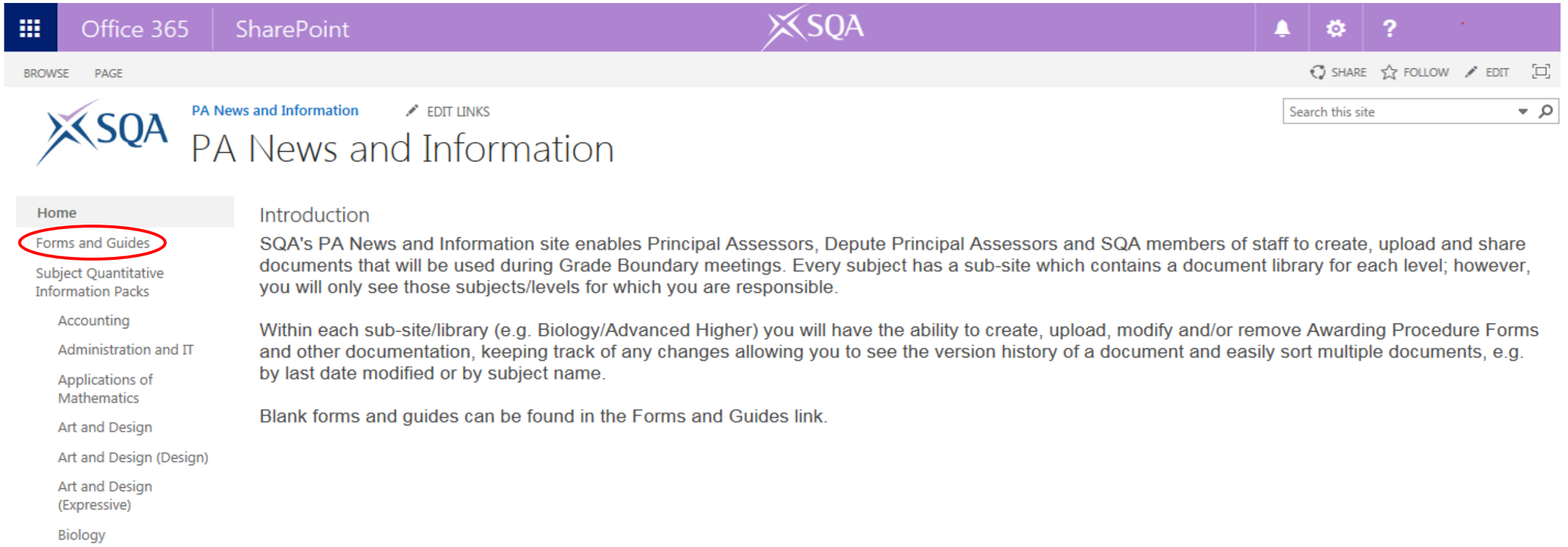
Assessment Performance Form Guidance

These instructions are designed to help users locate and download Internal and External Assessment Performance Forms (APFs) then explain how completed forms can be uploaded correctly.

Step 1. Select the PA News and Information site from those listed on your SQA Info Centre (note: the sites that you see may well differ from those shown below.)


Office 365
SharePoint
SQA
SHARE
FOLLOW
SQA
Welcome to the SQA Info Centre
Any sites that you have access to will be listed here. If no sites are listed please try again later as we may still be granting you access to them.
SQA Info Centre User Guide.pdf
SQA Info Centre User Guide Addendum.pdf
TermsAndConditions.pdf
Manage Your Information
CfE Team Place
Corporate Planning
Information Management Guidance
PA News and Information
SQA Statistics Data Exchange

Step 2. From the list of contents in the PA News and Information site select *Forms and Guides.*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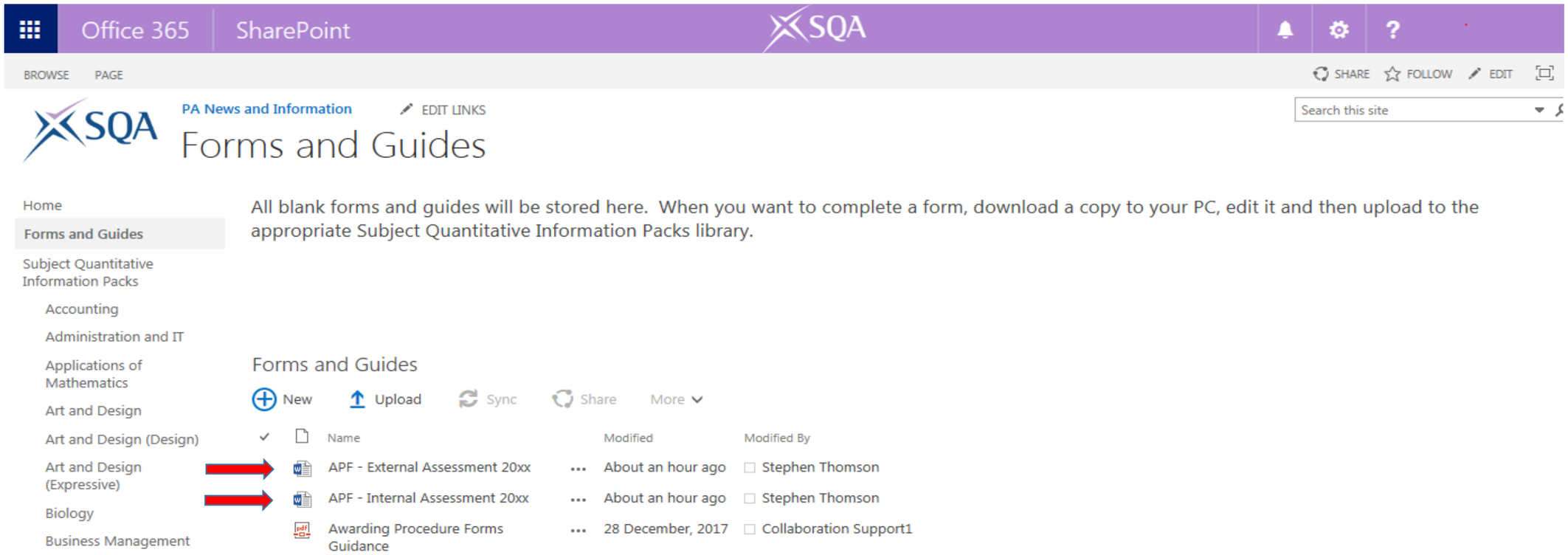
PA News and Information
EDIT LINKS
Search this site
PA News and Information
Home
Forms and Guides
Subject Quantitative Information Packs
Accounting
Administration and IT
Applications of Mathematics
Art and Design
Art and Design (Design)
Art and Design (Expressive)
Biology
Introduction
SQA's PA News and Information site enables Principal Assessors, Depute Principal Assessors and SQA members of staff to create, upload and share documents that will be used during Grade Boundary meetings. Every subject has a sub-site which contains a document library for each level; however, you will only see those subjects/levels for which you are responsible.
Within each sub-site/library (e.g. Biology/Advanced Higher) you will have the ability to create, upload, modify and/or remove Awarding Procedure Forms and other documentation, keeping track of any changes allowing you to see the version history of a document and easily sort multiple documents, e.g. by last date modified or by subject name.
Blank forms and guides can be found in the Forms and Guides link.

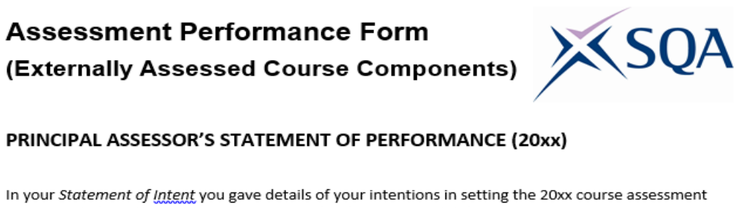
Step 3. You will next see links to both External and Internal Assessment Performance Forms (APFs).



By selecting the appropriate link you will be able to download the required APF.

Step 4. To download an External or Internal form select the appropriate link.
Before completing a form it must be saved to your personal or work pc/laptop.

e.g. External Awarding Procedure Form



Assessment Performance Form
(Externally Assessed Course Components)

PRINCIPAL ASSESSOR'S STATEMENT OF PERFORMANCE (20xx)

In your *Statement of Intent* you gave details of your intentions in setting the 20xx course assessment components (question paper and course work, where appropriate).

This form is designed to gather information on any issues relating to the performance of externally assessed components (e.g. Question papers and/or Coursework components) in practice. It is part of the information pack used at the Awarding Meeting to help inform grade boundary decisions.

Please enter the information below.

Subject Title	
Subject Code	
Subject Level	

Guidance on completing the form

Based on your observation of candidate performances, and the application of marking schemes and procedures, together with feedback from centres and team leader reports, please address the following questions with relevant information and detail to capture your views and considerations for the awarding process.

Please answer **Yes or No** to the questions on the following pages and expand on any areas where there is a potential impact on the awarding procedure using the 'comments' section.

Please complete a separate section for each assessment component.?

Returning the form

Completed forms should be returned to SQA's secure web area *PA News and Information* at the end of marking events and a *minimum* of two days before your Awarding Meeting.

If you require any assistance in submitting this form, please refer to the Assessment Performance Forms Guidance document which is available in the PA News and Information site. (Assessment Performance Form Guidance)

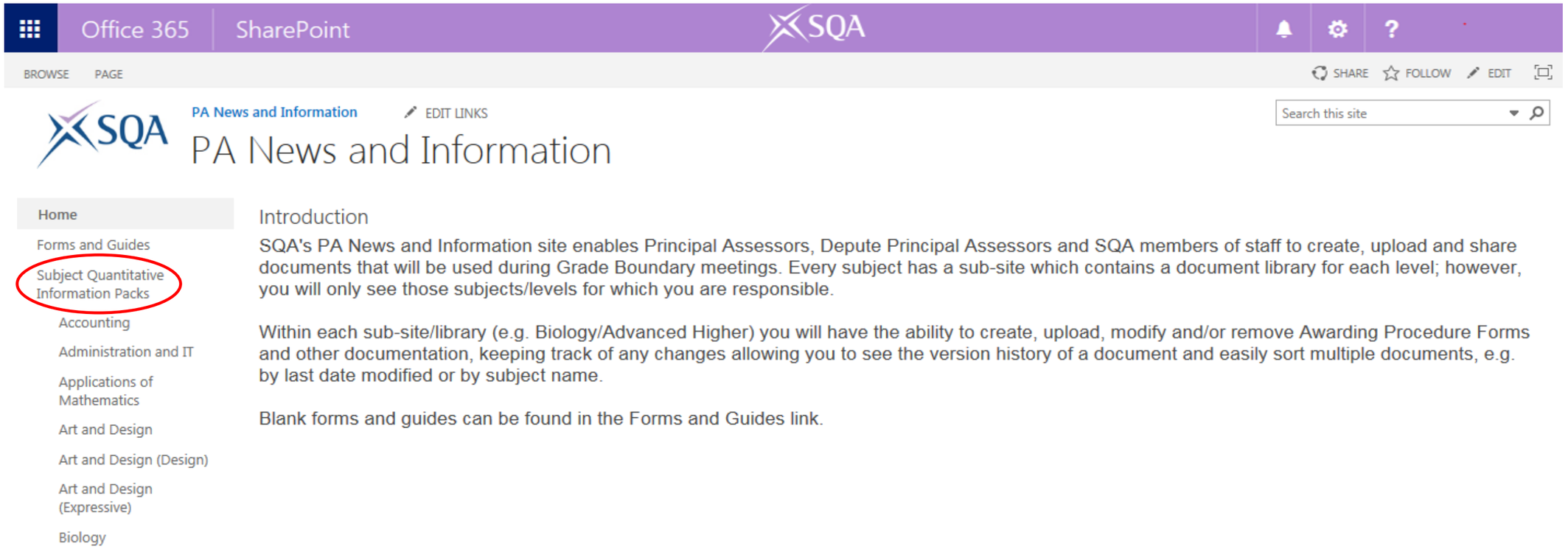
Once completed, APFs must be titled correctly to allow easy identification.

examples:

External Assessment Performance form for Accounting Higher: *APF Ext Accounting Higher*

Internal Assessment Performance form for Accounting National 5: *APF Int Acounting Nat 5*

Step 5. Once an APF has been saved then completed, it must be uploaded to the appropriate subject room listed below 'Subject Quantitative Information Packs'.


Office 365
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EDIT LINKS
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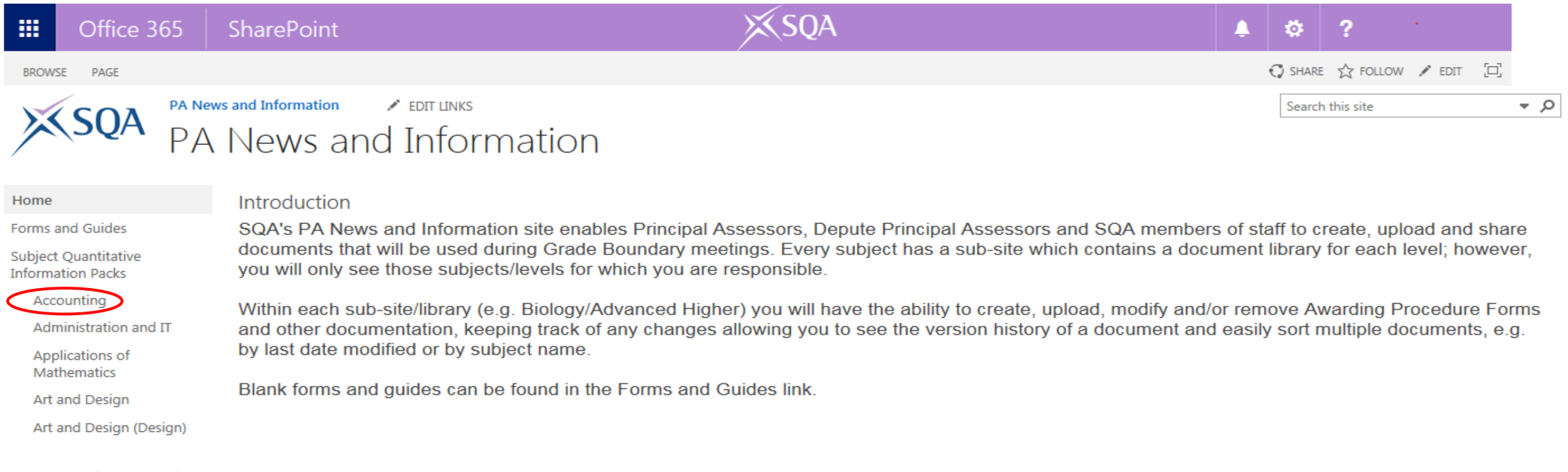
Each Principal Assessor or Principal Verifier has access only to subjects and levels that are within their remit.
In this example we have chosen Accounting Higher but the same 'instructions' apply to all subjects and levels.

Below the 'Subject Quantitative Information Packs' header select Accounting which is listed first.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PA News and Information
EDIT LINKS
Search this site
PA News and Information
Home
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Art and Design
Art and Design (Design)
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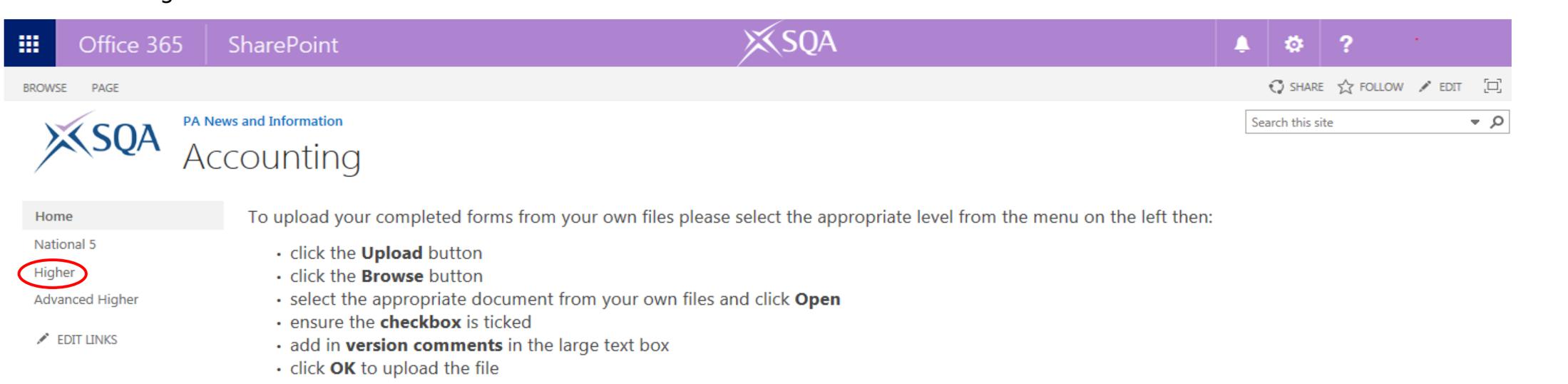
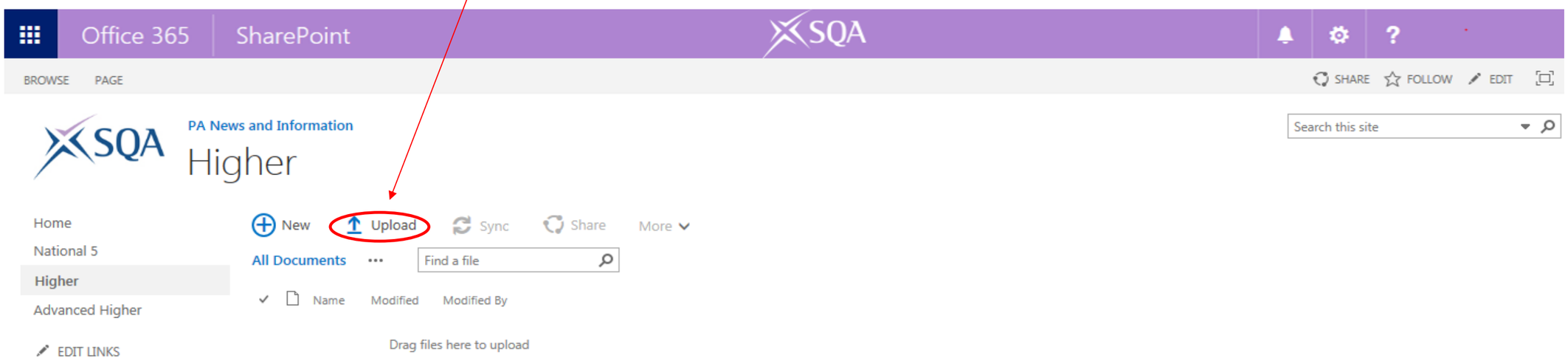
Next select 'Higher' level.

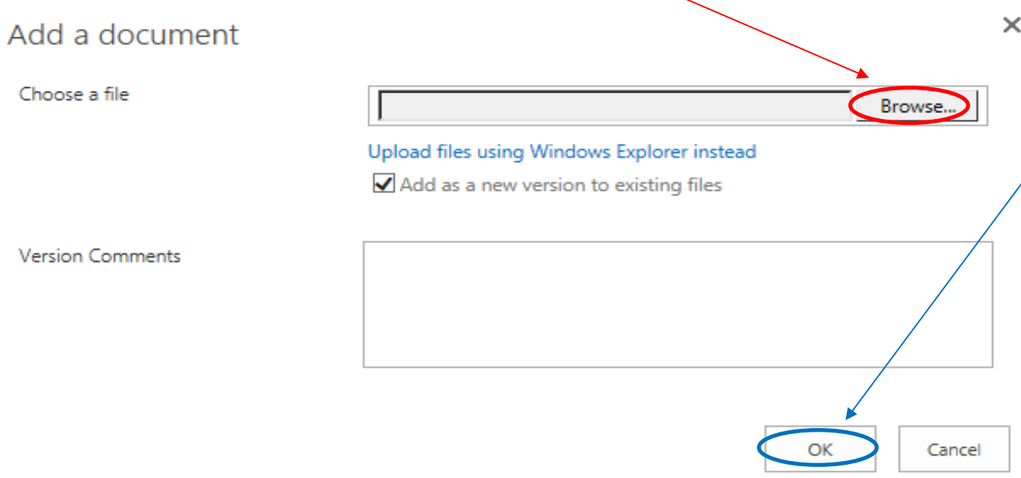


Now that the Higher Accounting room has been opened you will see form uploading instructions.

You can now complete the process by locating and uploading the completed APF.
In the Higher Accounting room click on '*Upload*' first.



In the 'box' that appears click '*Browse*'. You must now locate and highlight the completed APF where it has been saved. Then, once you are sure that you are uploading the correct file, click '*OK*'.



Step 6. After '*OK*' is clicked the selected file will be uploaded and the task has been completed.